

# WISCONSIN

The Federal Post Card Application (FPCA) is the primary form for requesting registration and/or an absentee ballot from your local election official. **Read all instructions printed below and on the FPCA before completing and signing your application.**

## FEDERAL POST CARD APPLICATION

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REGISTRATION AND ABSENTEE BALLOT REQUEST - FEDERAL POST CARD APPLICATION (FPCA)			
APPLICATION FOR STATE OF _____ COUNTY OF _____ CITY OR TOWNSHIP OF _____ §		I REQUEST ABSENTEE BALLOTS FOR ALL ELECTIONS IN WHICH I AM ELIGIBLE TO VOTE.	
<b>1. APPLICANT INFORMATION</b> (See instruction 1.)		<b>6. POLITICAL PARTY AFFILIATION</b> (This information is required by most states to send you a ballot for primary elections. See instructions.)	
a. TYPED OR PRINTED NAME (Last, First, Middle Initial)		b. SEX	c. RACE
d. DATE OF BIRTH		e. SOCIAL SECURITY NUMBER	
f. OTHER IDENTIFICATION NO. (passport, ID card)		<b>7. REMARKS</b> (Provide additional information which will assist local election officials in determining your eligibility to register and vote. See instructions.)	
<b>2. I LAST VOTED or PLACE OF LAST REGISTRATION</b> (Do not leave this section blank. See instructions.)			
a. YEAR		b. COUNTY, CITY, OR TOWNSHIP	c. STATE
d. VOTER REGISTRATION NO. (if known)		a. LAST DAY OF RESIDENCY	
<b>3. VOTING RESIDENCE</b> (For military, legal residence. For overseas civilians, last residence in U.S. IF USING RURAL ROUTE, SEE INSTRUCTIONS.)			
b. NUMBER AND STREET (do not use Post Office Box)		d. STATE	
c. CITY, TOWN OR VILLAGE		f. ZIP CODE (9-digit, if known)	
e. COUNTY OR PARISH		<b>8. AFFIRMATION BY APPLICANT</b> <b>E</b>	
X only one: a, b, c or d			
I swear/affirm, under penalty of perjury, that I am: (See instructions)			
a. a member of the Uniformed Services or merchant marine on active duty, or an eligible spouse or dependent.			
b. a U.S. citizen temporarily residing outside the U.S.			
c. a U.S. citizen overseas by virtue of employment or accompanying spouse or dependent.			
d. other U.S. citizen residing outside the U.S.			
<b>4. MAIL ABSENTEE BALLOT TO:</b> (Mailing address where you want the ballot to be sent.)			
e. I am a U.S. Citizen, eligible to vote in the above jurisdiction, and subscribe to any required state/local oath or statement.			
f. I have not been convicted of a felony or other disqualifying offense or been adjudicated mentally incompetent, or if so, my voting rights have been reinstated.			
g. I am not registering, requesting a ballot, or voting in any other jurisdiction in the U.S.			
h. The information on this form is true and complete.			
<b>5. YOUR FAX NUMBER</b> (If this application is faxed, include all international prefixes. See Instructions.)		i. SIGNATURE OF APPLICANT <b>F</b>	
		j. DATE	
		DATE SIGNED	
		(If required by state law)	
<b>9. WITNESS/NOTARY ADDRESS AND SIGNATURE</b>			
(If required by state law)			

The information contained herein is for official use only. Any unauthorized release of this information may be punishable by law.

### Application Instructions

*Circled letters on the form above correspond to the instructions below. You must complete all shaded areas.*

**A** The last four digits of your Social Security number OR your Wisconsin Driver's License number is required for voter registration. If you do not possess either of these identifications, the State shall assign a number that will serve to identify you for voter registration purposes.

**B** Do not leave blank. Enter "NA" if not applicable or if you are a first time voter.

**C** Provide the complete street address of your Wisconsin voting residence. A post office box is not sufficient. If your address includes a rural route, describe its location in Item 7. For example: "Box \_\_\_\_\_, Highway \_\_\_\_\_." This

address must be different from the one provided in Item 4 and must be within the town, city or village where you claim legal voting residence.

**D** Print the complete address where you want your ballot sent - usually your current mailing address. It must be different from the address you provide in Item 3.

**E** Check ONE box.

**F** You must sign and date the FPCA. When signing, you are swearing or affirming that the information is true and correct.

## I. UNIFORMED SERVICES

### A. Who Can Do It

These procedures apply to persons who are U.S. citizens and residents of Wisconsin.

Under Wisconsin law, “military voters” are defined as:

- members of the U.S. Armed Forces or merchant marine
- civilians officially attached to the military overseas
- civilian employees of the U.S. Government overseas
- Peace Corps volunteers, members of the commissioned corps of the Federal Public Health Service or the commissioned corps of the National Oceanic and Atmospheric Administration
- spouses and dependents of the above

### B. Registering and Requesting an Absentee Ballot

You should send an FPCA to your local election official early every year and whenever you change your mailing address (see Chapter 2).

Registration is not required.

To request an absentee ballot, send a completed FPCA to the municipal clerk so that it arrives not later than the Friday before the election. Or, you may request an absentee ballot by sending a written request, making sure to include the information needed on the FPCA (such as your full name, your legal voting address in Wisconsin, where you wish the ballot to be sent, signature, etc.).

### C. Casting Your Vote

**Ballot Return Deadline:** Voted ballot must arrive by **close of polls on election day**.

Local election officials mail out absentee ballots 30 days before the fall primary election and 30 days before the subsequent general election. Absentee ballots are mailed out 21 days before a spring primary and 21 days before the subsequent spring general election.

If you are outside the U.S. and have not received your state ballot in a timely manner, use the **Federal Write-In Absentee Ballot**. See instructions in Chapter 2, page 12.

### D. Notary/Witness Requirements

**FPCA:** No notary or witness required.

**Ballot Return Envelope:** The certificate on the ballot return envelope must be witnessed by one (1) adult U.S. citizen. List your date of birth.

### E. Electronic Transmission of FPCAs and Ballots

- Wisconsin allows you to send the FPCA for absentee ballot request by fax. However, you must then mail the FPCA to the municipal clerk, making sure that it is postmarked the same day that it is faxed.
- Wisconsin allows you to receive the blank ballot by fax or e-mail.
- Wisconsin does not allow you to return the voted ballot by fax or e-mail.

Please refer to Appendix C for specific instructions when transmitting election materials electronically. Use the following numbers:

DSN 223-5527  
(703) 693-5527  
1-800-368-8683

Additional international toll-free fax numbers are listed on the inside back cover.

### F. Special Write-In Absentee Ballot

Wisconsin provides a state special write-in absentee ballot. The ballot is sent automatically to those listed under Section I.A. “Who Can Do It” who have previously requested an absentee ballot for any election.

Vote it by writing in the names of the specific candidates or the name of any recognized political party.

Instructions continue in Section III: Uniformed Services & Civilians Outside U.S.

## II. CIVILIANS OUTSIDE U.S.

### A. Who Can Do It

These procedures apply to persons who are U.S. citizens, residents of Wisconsin and overseas electors. The term “overseas elector” means a U.S. citizen who resides outside the U.S. and (but for such residence) would be qualified to vote in Wisconsin.

***Notify Your Local Election Official About Your Current Mailing Address***

- Wisconsin residents temporarily residing outside the U.S. not listed in Section I.A. (for local, state and Federal office ballots)
- overseas electors (for Federal office ballots only)

## B. Registering and Requesting an Absentee Ballot

Wisconsin residents temporarily residing outside the U.S. may use a single FPCA or written correspondence to request ballots for any local, state and federal elections in a calendar year (see Chapter 2).

Overseas electors may use a single FPCA or written correspondence to request ballots for both the primary and general election for Federal offices in a calendar year.

**To register and request an absentee ballot**, send a completed FPCA to the municipal clerk so that it arrives not later than the second Wednesday (13 days) before the election.

**If you are already registered and only wish to request an absentee ballot**, send a completed FPCA to the municipal clerk so that it arrives not later than the Friday before the election. Or, you may request an absentee ballot by sending a written request, making sure to include the information needed on the FPCA (such as your full name, your legal voting address in Wisconsin, where you wish the ballot to be sent, signature, etc.).

## C. Casting Your Vote

**Ballot Return Deadline:** Voted ballot must arrive by **close of polls on election day**.

Local election officials mail out absentee ballots 30 days before the primary election and 30 days before the subsequent general election.

If you have not received your state ballot in a timely manner, use the **Federal Write-In Absentee Ballot**. See instructions in Chapter 2.

## D. Notary/Witness Requirements

**FPCA:** No notary or witness required.

**Ballot Return Envelope:** The certificate on the ballot return envelope must be witnessed by one (1) adult U.S. citizen. Include your date of birth.

## E. Electronic Transmission of FPCAs and Ballots

- Wisconsin allows you to send the FPCA for absentee ballot request by fax. However, you must then mail the FPCA to the municipal clerk, making sure that it is postmarked the same day that it is faxed.

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(703) 693-5527  
1-800-368-8683

Additional international toll-free fax numbers are listed on the inside back cover.

## F. Special Write-In Absentee Ballot

Wisconsin provides a state special write-in absentee ballot to overseas electors. This special write-in ballot will be sent to those electors who request an absentee ballot not later than 30 days before the election.

Vote it by writing in the names of specific candidates or the name of any recognized political party.

Instructions continue in Section III: Uniformed Services & Civilians Outside U.S.

# III. UNIFORMED SERVICES & CIVILIANS OUTSIDE U.S.

## A. Bars to Registration and Voting

Persons convicted of treason, bribery, a felony, betting on the outcome of an election, those under a guardianship order, or persons who have been adjudicated to be incapable of understanding the objectives of the electoral process may not register or vote unless their civil rights have been restored.

## B. Cancellation of Registration

Registration may be canceled for failure to vote within the four previous years.

## C. Action on Registration Requests

Persons using the FPCA to register may be notified of registration.

## D. Action If Registration Is Denied

Upon denial of your voter registration application or absentee ballot request, Wisconsin shall provide you with the reason(s) for the rejection. If registration is denied contact the Municipal Clerk. If necessary, consult a legal assistance officer or civilian counsel for advice.

## E. Voting By Citizens Who Have Never Lived in the U.S.

A U.S. citizen who was born abroad and who is eligible to vote and who has never lived in the U.S. may register and vote in the municipality where a parent would be eligible to register and vote (for Federal offices only).

## F. Where to Send it

Mail the FPCA to the **Municipal Clerk** in the city, town or village of voting residence. Milwaukee voters should mail the FPCA to the **City Board of Election Commissioners**. Wisconsin has many municipal jurisdictions. A partial list of major cities and villages follows.

A complete list of Municipal Clerks, along with addresses and telephone numbers, may be found on the Wisconsin website on the World Wide Web. The address for the Elections Division is “<http://elections.state.wi.us/municipalclerklist.txt>”. Or, you may contact the Federal Voting Assistance Program at (703) 588-1584, 1-800-438-8683 (VOTE), DSN 425-1584 (military) or by e-mail at [vote@fvap.ncr.gov](mailto:vote@fvap.ncr.gov).

City or Village	Mailing Address	Zip Code
City of Appleton	100 North Appleton Street	54911-4799
City of Beloit	100 State Street	53511-6234
City of Brookfield	2000 North Calhoun Road	53005-5095
City of Cudahy	PO Box 100380	53110-6106
City of Eau Claire	PO Box 5148	54702-5148
City of Fond du Lac	PO Box 150	54936-0150

City or Village	Mailing Address	Zip Code
City of Franklin	9229 West Loomis Road	53132-9728
City of Green Bay	100 North Jefferson St., Rm 106	54301-5026
Village of Greendale	6500 Northway	53129-1827
City of Greenfield	7325 West Forest Home Ave.	53220-3396
City of Janesville	PO Box 5005	53547-5005
City of Kenosha	625 52nd Street, Room 105	53140-3480
City of Kaukauna	PO Box 890	54130-0890
City of La Cross	400 La Crosse Street	54601-3396
City of Madison	210 Martin Luther King Jr, Rm103	53703-3342
City of Manitowoc	900 Quay Street	54220-4543
City of Marshfield	PO Box 727	54449-0727
Village of Menomonee Falls	W156 N8480 Pilgrim Road	53051-3140
City of Milwaukee	City Board of Election Commissioners 200 East Wells Street, Room 501	53202-3565
City of Neenah	PO Box 426	54957-0426
City of New Berlin	PO Box 510921	53151-0921
City of Oak Creek	8640 South Howell Avenue	53154-2948
City of Oshkosh	PO Box 1130	54903-1130
City of Racine	730 Washington Avenue, #102	53403-1184
City of Sheboygan	828 Center Avenue	53081-4496
City of S. Milwaukee	2424 15th Avenue	53172-2499
City of Stevens Point	1515 Strongs Avenue	54481-3594
City of Superior	1316 North 14th Street, Ste. 200	54880-1776
City of Watertown	PO Box 477	53094-0477
City of Wausau	407 Grant Street	54403-4783
City of Waukesha	201 Delafield Street	53188-3692
City of Wauwatosa	PO Box 13068	53213-0068
City of West Allis	7525 West Greenfield Avenue	53214-4688
City of West Bend	1115 South Main Street	53095-4658
City of Wisconsin Rapids	444 West Grand Avenue	54495-2780

***Make A Decision To Express Your Opinion - Vote***

by CPT Maria S. Berger, USA, Springfield, Massachusetts